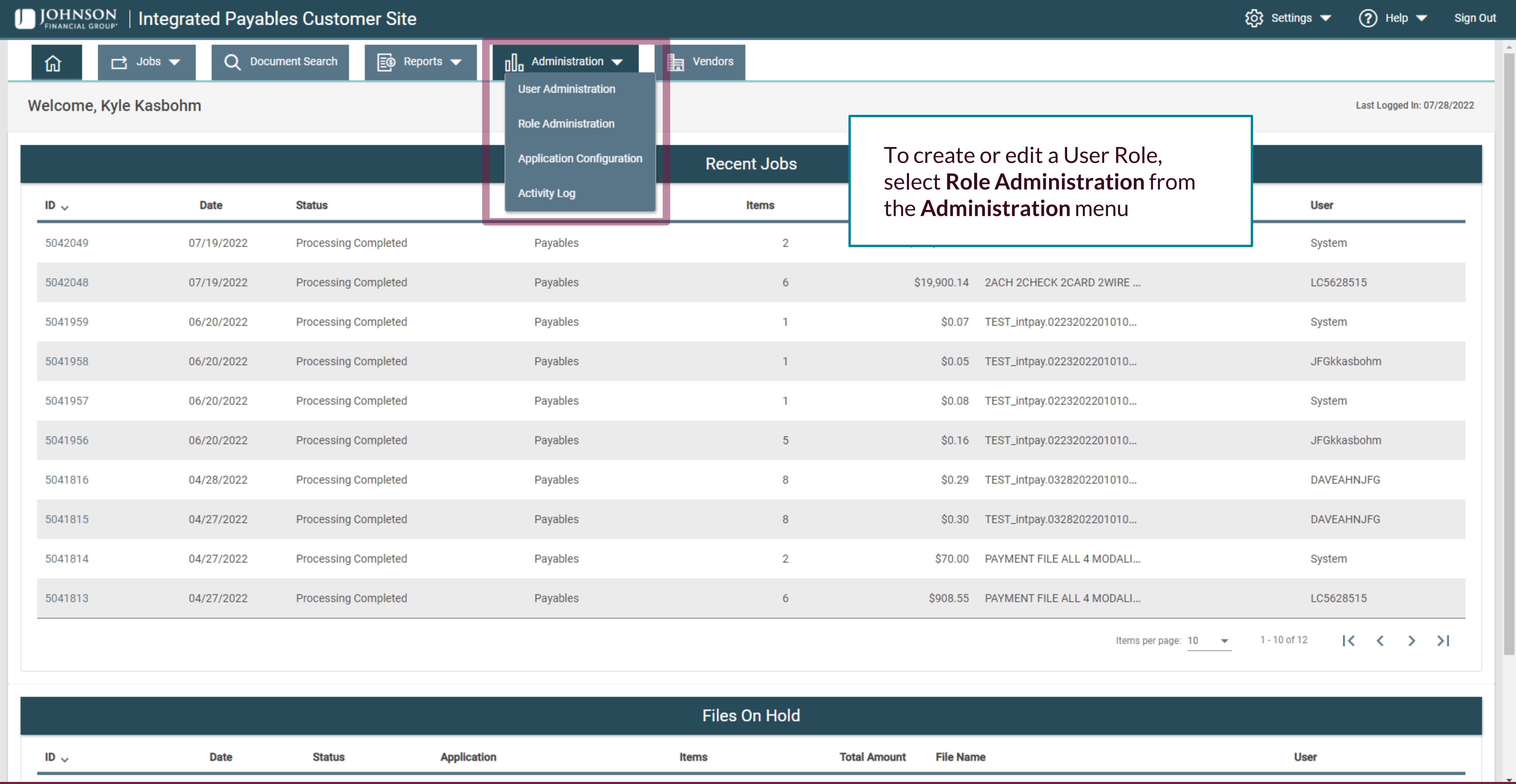
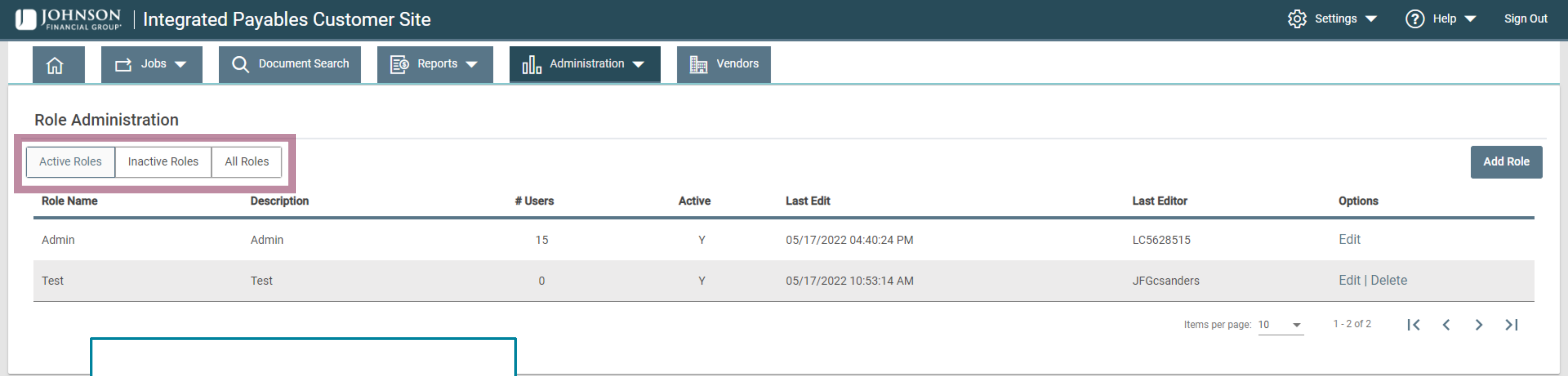
Integrated Payables—User Role and User Administration

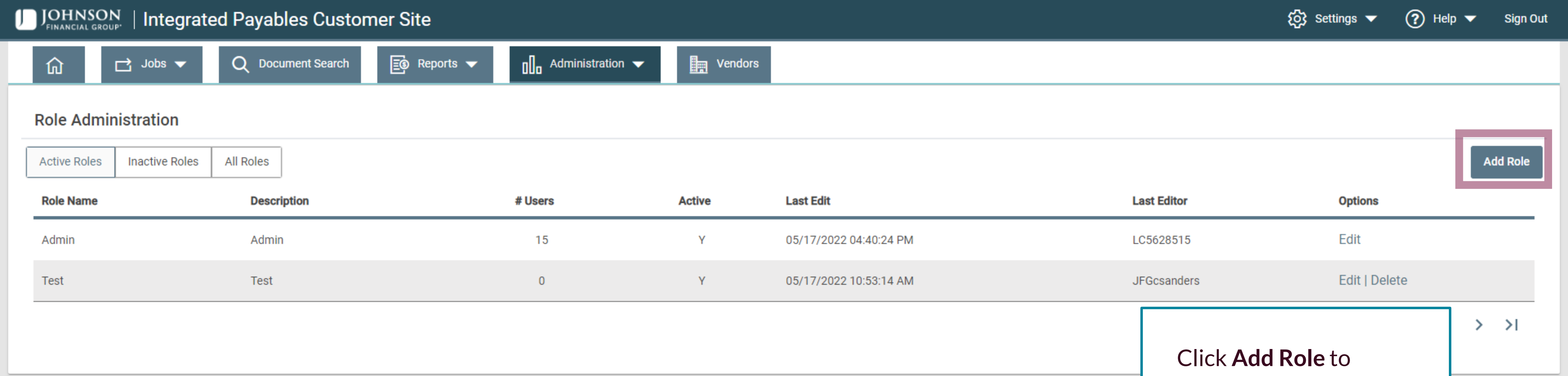
For User Role administration information, start on page 2
For User administration information, start on page 11



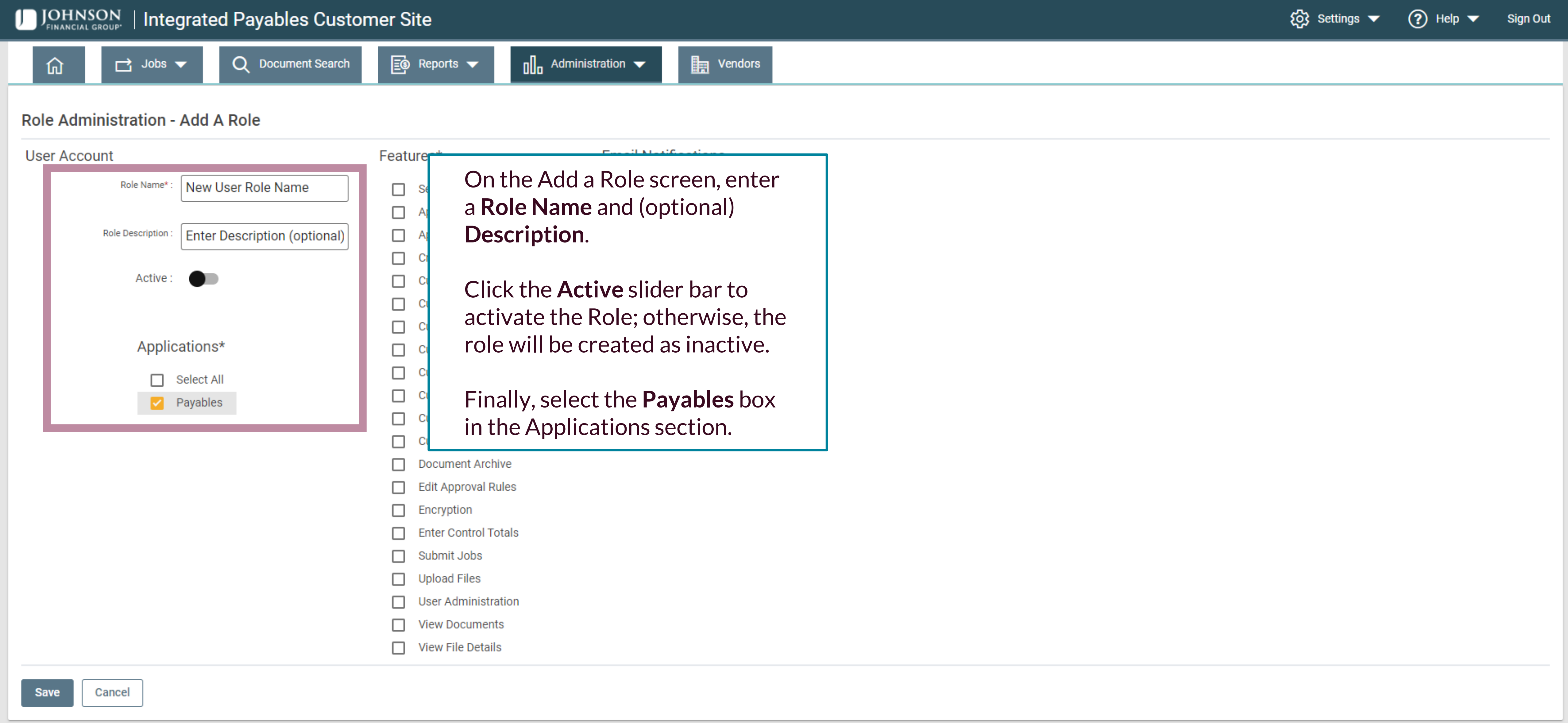
To create or edit a User Role, select **Role Administration** from the **Administration** menu



You will see a list of existing roles. You can use these buttons to filter **Active Roles**, **Inactive Roles**, or **All Roles.**



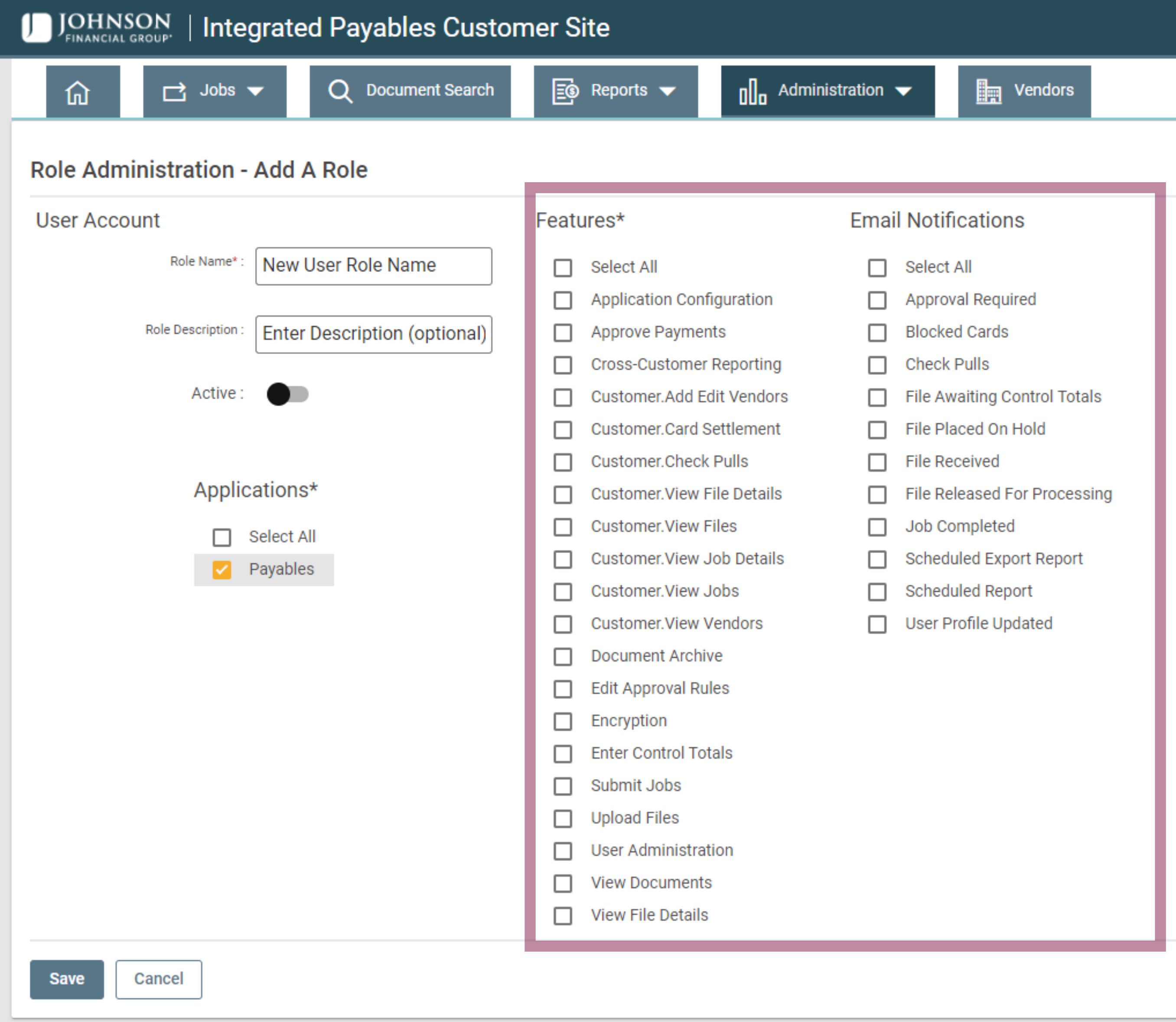
Click **Add Role** to create a new User Role.



On the Add a Role screen, enter a **Role Name** and (optional) **Description**.

Click the **Active** slider bar to activate the Role; otherwise, the role will be created as inactive.

Finally, select the **Payables** box in the Applications section.



Next, select the **Features** and **Email Notifications** you would like this User Role to be given. Please note, not all Features and Email Notifications may be available based on your company's individual setup.

Please see next two pages for a description of the Features and Email Notifications.

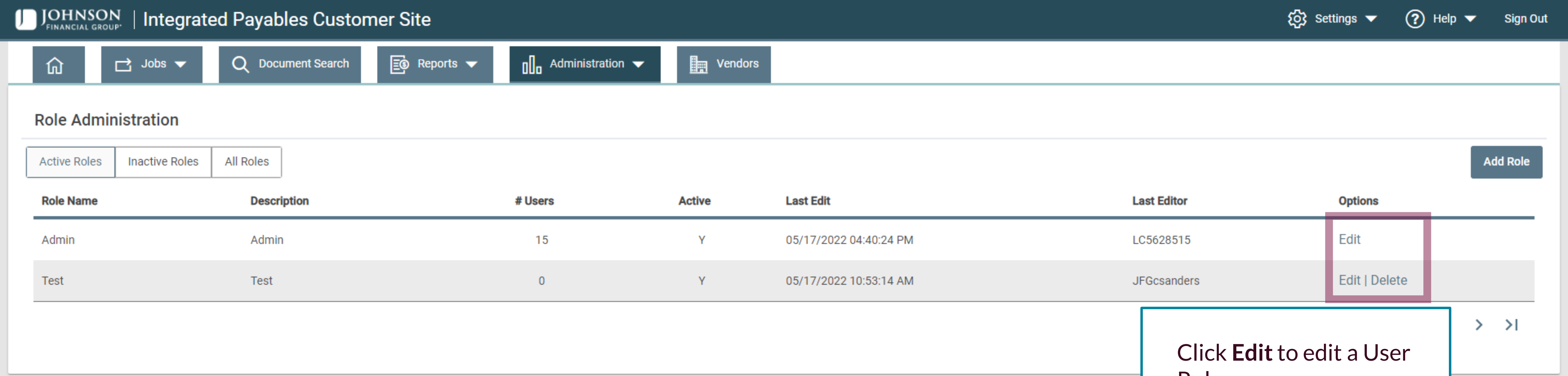
Click **Save** when completed.

Features

- **Approve Payments**: If Payment Approval has been activated, allows a user to Approve Payments—different from Submitting a File—that is connected to Payment Approval setup (i.e., Setting up Payment Amount Level Thresholds)
- **Add/Edit Vendors**: If Vendor Onboarding is occurring, allows access to manually add Vendors to the Customer's System setup to generate a Registration Code
- **Card Settlement**: Allows access to view the Card Settlement page
- **Card Settlement. Block**: Allows a User to block individual vCard payments under the Card Settlement Report page
- **Card Settlement. Resend**: This feature resends a duplicate vCard Payment email to the vendor
- **Card Funding**: New page designed to provide Card Funding details for Regions DXC
- **Check Pulls**: Gives user access to make Check Pulls via the Portal
- **View File Details**: Access to view the payments in files on Hold
- **View Files**: Access to view a listing of all files on Hold
- **View Job Details**: Access to view a listing of all the payments in files that have been Submitted
- **View Jobs**: Access to view a listing of all Jobs
- **View Vendors**: Access to view the Vendors and status of their registration
- **Document Archive**: Access to View/Search payments previously submitted through the system
- **Edit Approval Rules**: Allows user to Add/Edit a Payment Approval rule
- **Enter Control Totals**: Allows user to enter Control Totals via the Integrated Payables portal
- **Submit Jobs**: Ability to Approve a File on Hold
- **Upload Files**: Ability to Import a File directly into the portal
- **User Administration**: Access to Add/Edit User Profiles and Role Configuration
- **View Documents**: Ability to View Payment Images
- **View File Details**: Token controls view of file content/items ready to be submitted for processing

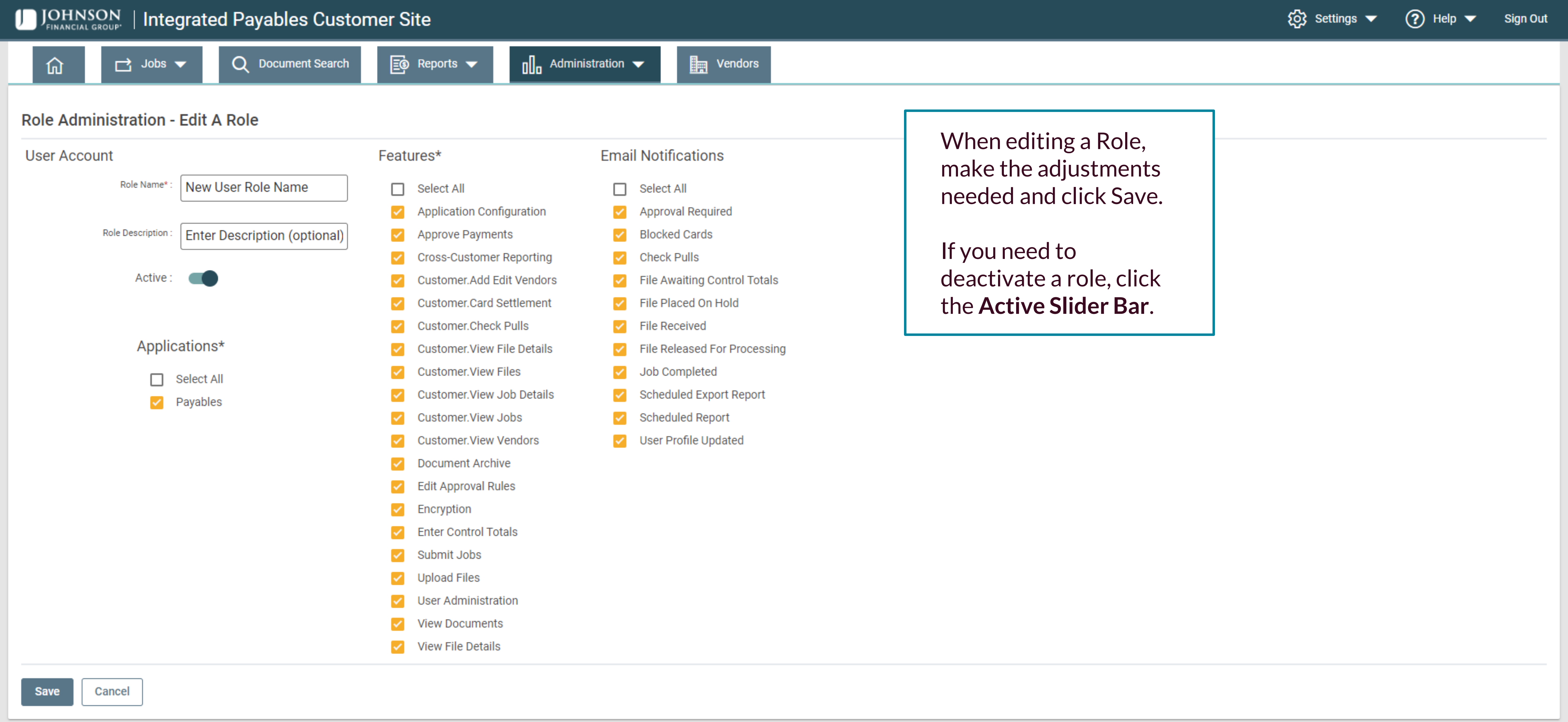
Email Notifications

- **Control Totals Entered**: Sent once the respective user has manually entered the correct Control Totals
- **File Awaiting Control Totals**: Sent once a file that has been sent via FTP or manually loaded requires Control Totals
- **Control Totals File Received**: Sent once the Control Total File has been sent via FTP to confirm receipt of file
- **Control Totals File Match**: Sent once the Control Total File has been sent via FTP and the Control Totals match
- **Control Totals Failed**: Sent once the user exceeds the maximum number of tries to successfully enter the Control Totals via the Web
- **Control Totals File Failed**: Sent once the Control Total File has been sent via FTP, but the Totals do not match
- **File Placed on Hold**: Sent once a File is either sent via FTP or Manually loaded and placed on Hold
- **Approval Required**: Sent when one or more payments falls under the Payment Approval rules established, to each user whose approval is required
- **File Released for Processing**: Sent once the file has gone through all applicable approvals (Control Totals, Payment Approval, File Submission)
- **Job Completed**: Sent once all payment types are processed through the system. This is the final confirmation that all Printed items have been processed, printed, and mailed and that electronic files (ACH, Positive Pay, Wires) have been successfully transmitted to the Financial Institution and the Virtual Card requests have been successfully transmitted to and from the Card Processor
- **Blocked Cards**: It provides the “Blocked/Voided Card Notification” email
- **Check Pulls**: This controls all check pull emails to the customer (Request Received, Request Processed, Unable to Fulfill Request)
- **Control Totals**: Correct This notification generated when a correct Control Total File is processed
- **Scheduled Export Report**: This notification generated once an export report is completed
- **User Profile Updated**: This notification generated after a User edits their own Profile
- **Scheduled Report**: This notifies the user a saved report has been ran
- **Wire Acknowledgements**: This notification controls Wire 997 & 824 Ack emails.



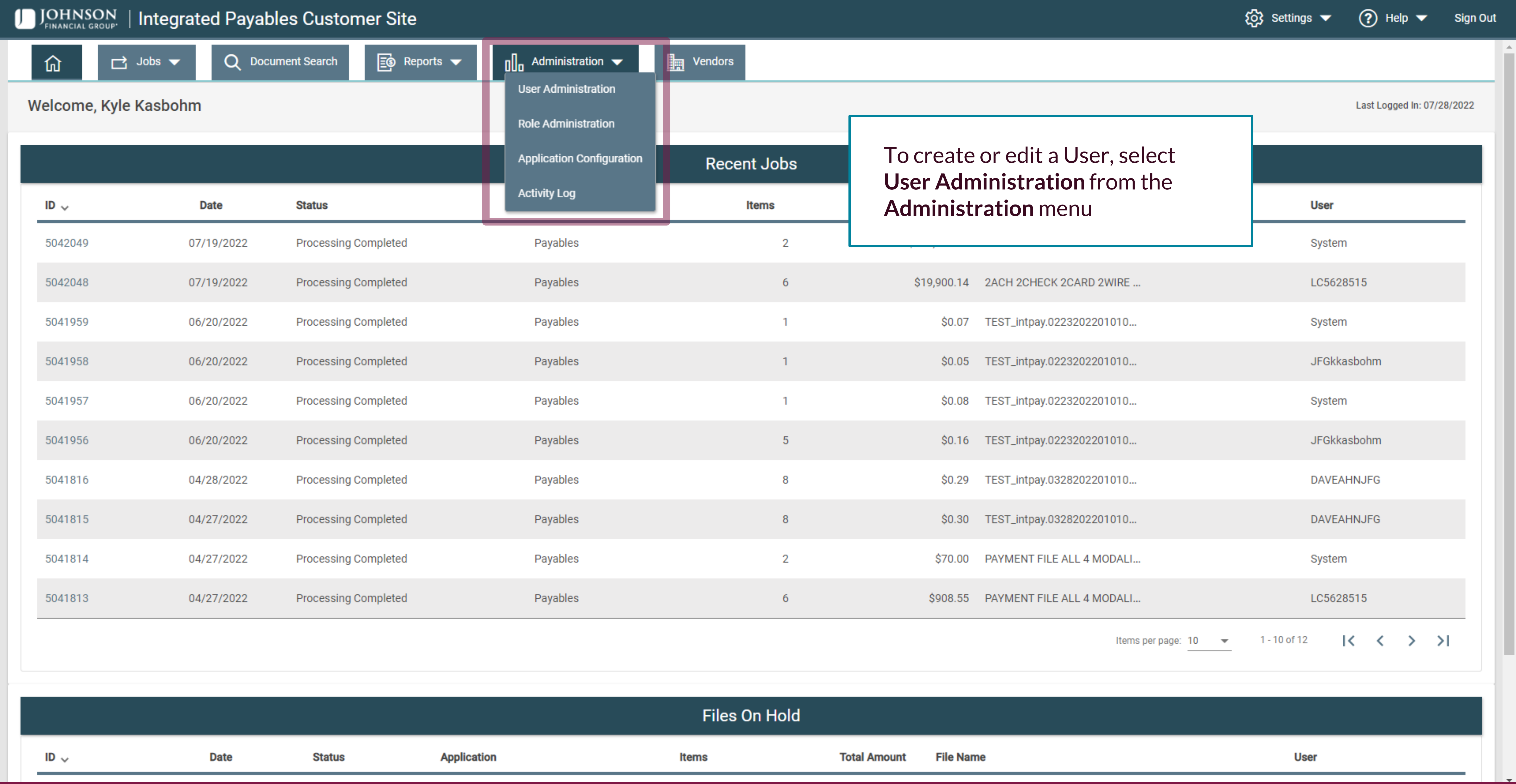
Click **Edit** to edit a User Role.

Or, click **Delete** to Delete a User Role. When deleting a role, you will need to confirm the deletion on a pop-up window. A role cannot be deleted if any users are assigned to it.



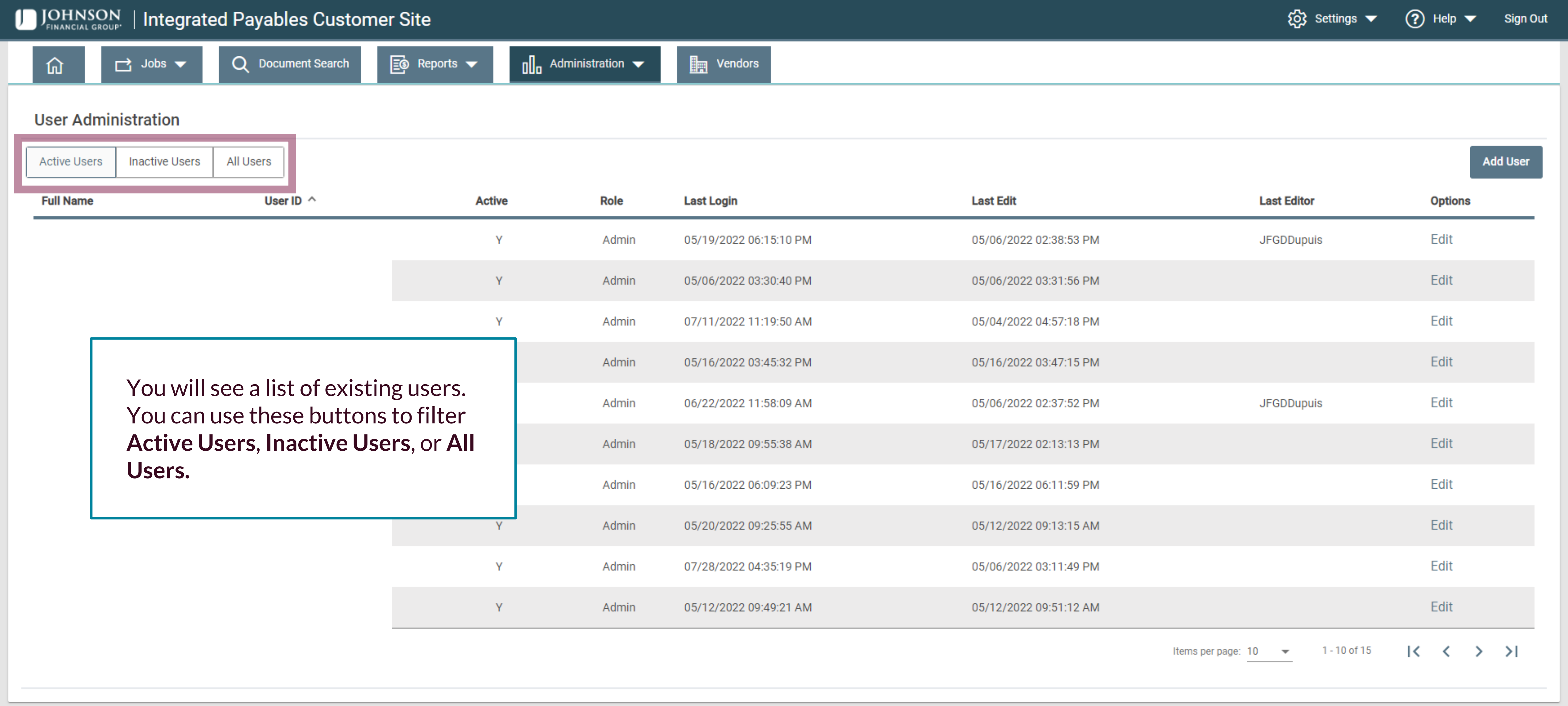
When editing a Role, make the adjustments needed and click Save.

If you need to deactivate a role, click the **Active Slider Bar**.

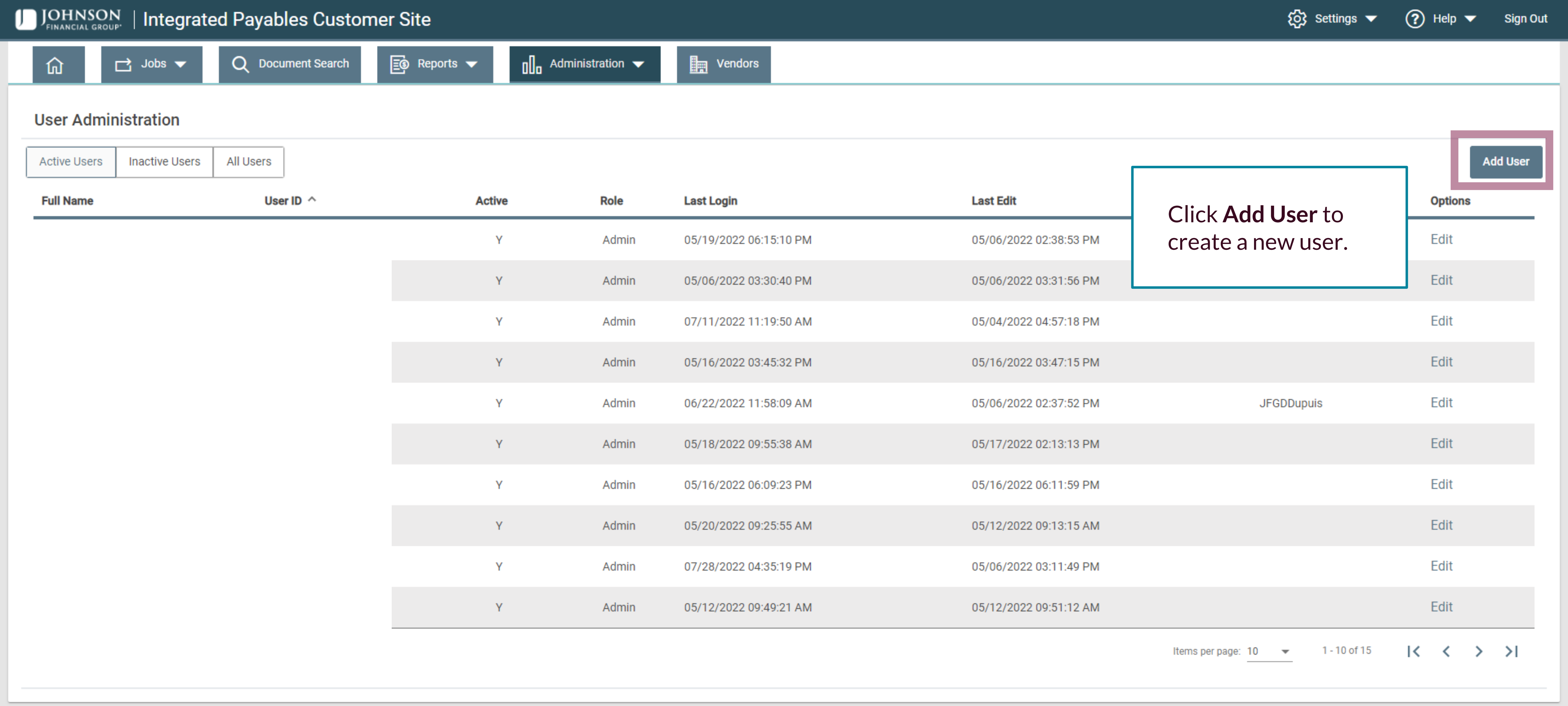


To create or edit a User, select **User Administration** from the **Administration** menu

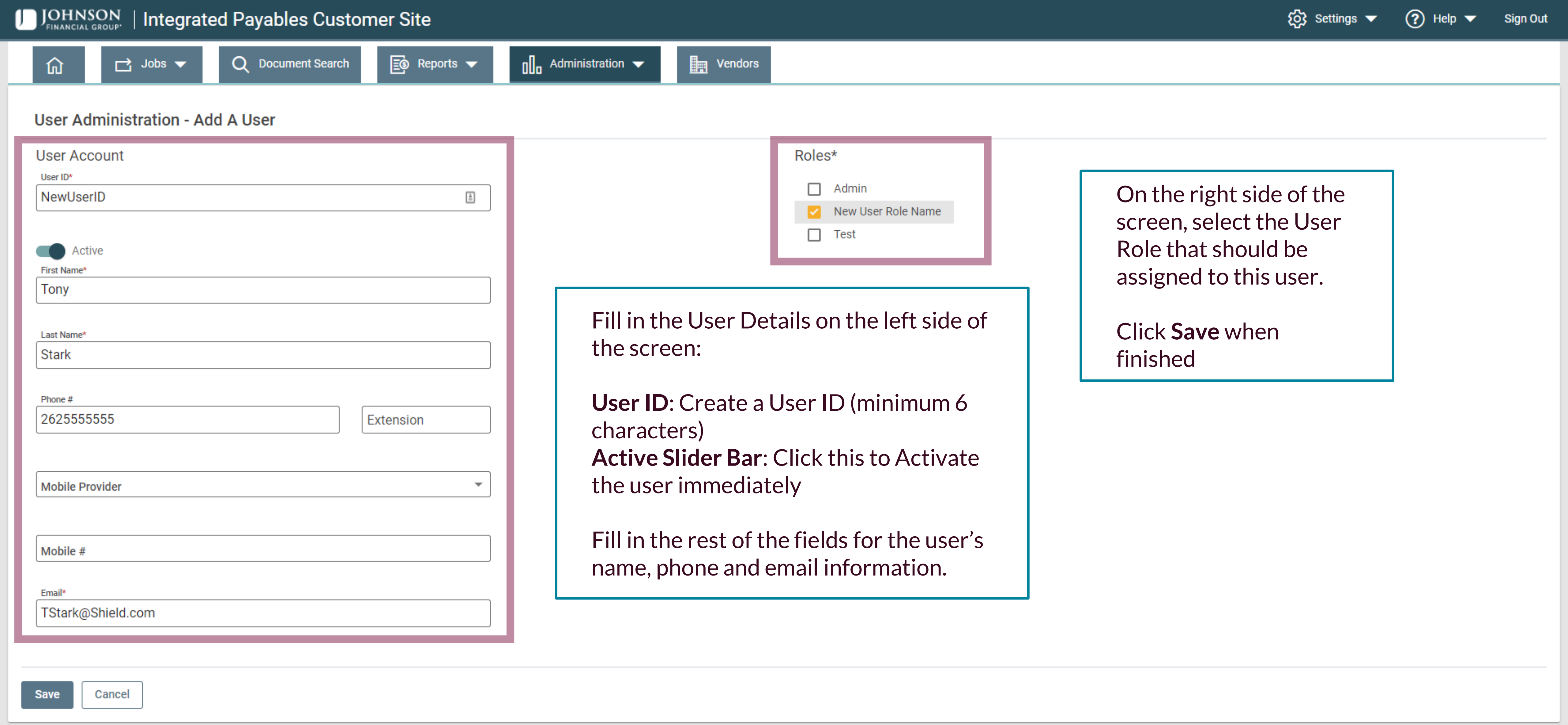
For additional assistance, please call 877.330.4950 or email ip.jax.payersupport@fisglobal.com.



You will see a list of existing users. You can use these buttons to filter **Active Users**, **Inactive Users**, or **All Users.**



Click **Add User** to create a new user.



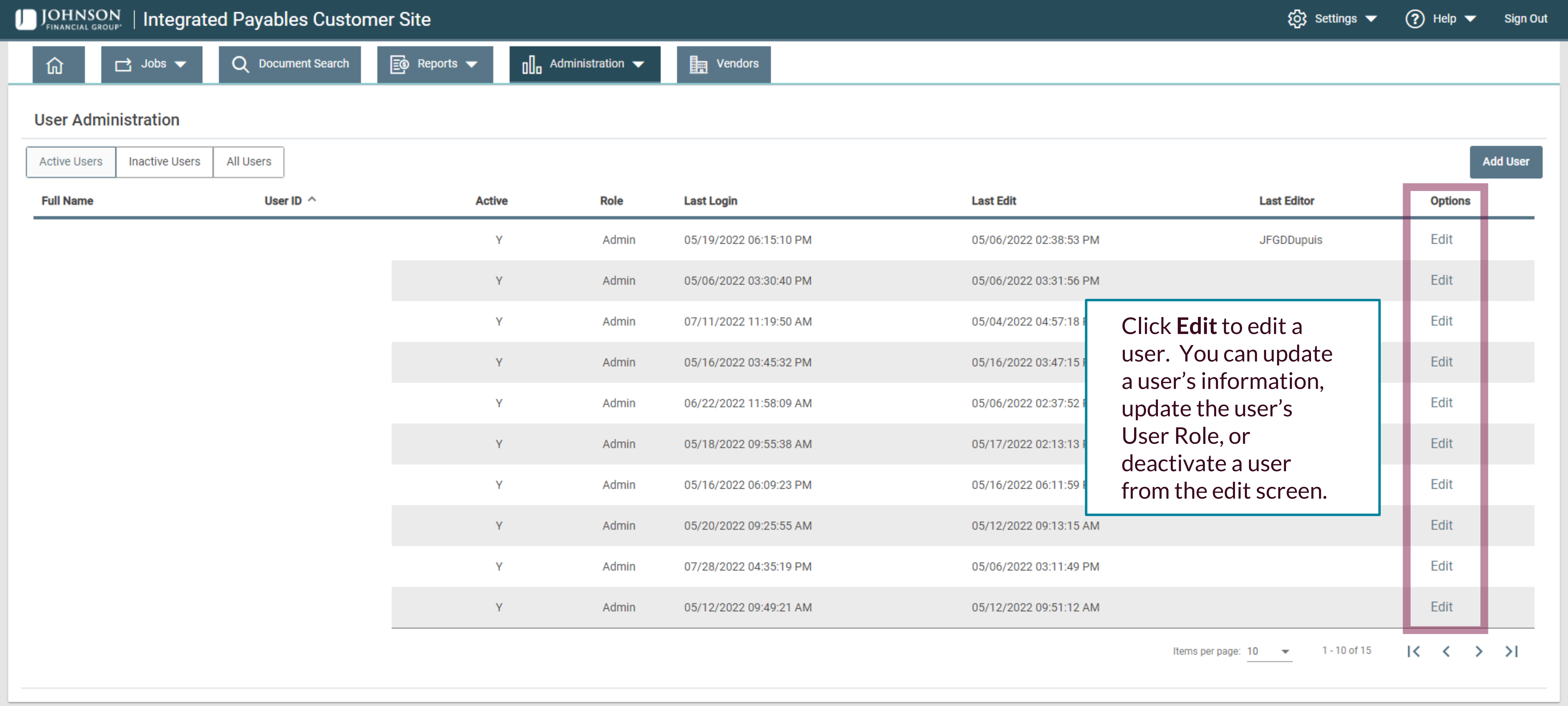
Fill in the User Details on the left side of the screen:

User ID: Create a User ID (minimum 6 characters)
Active Slider Bar: Click this to Activate the user immediately

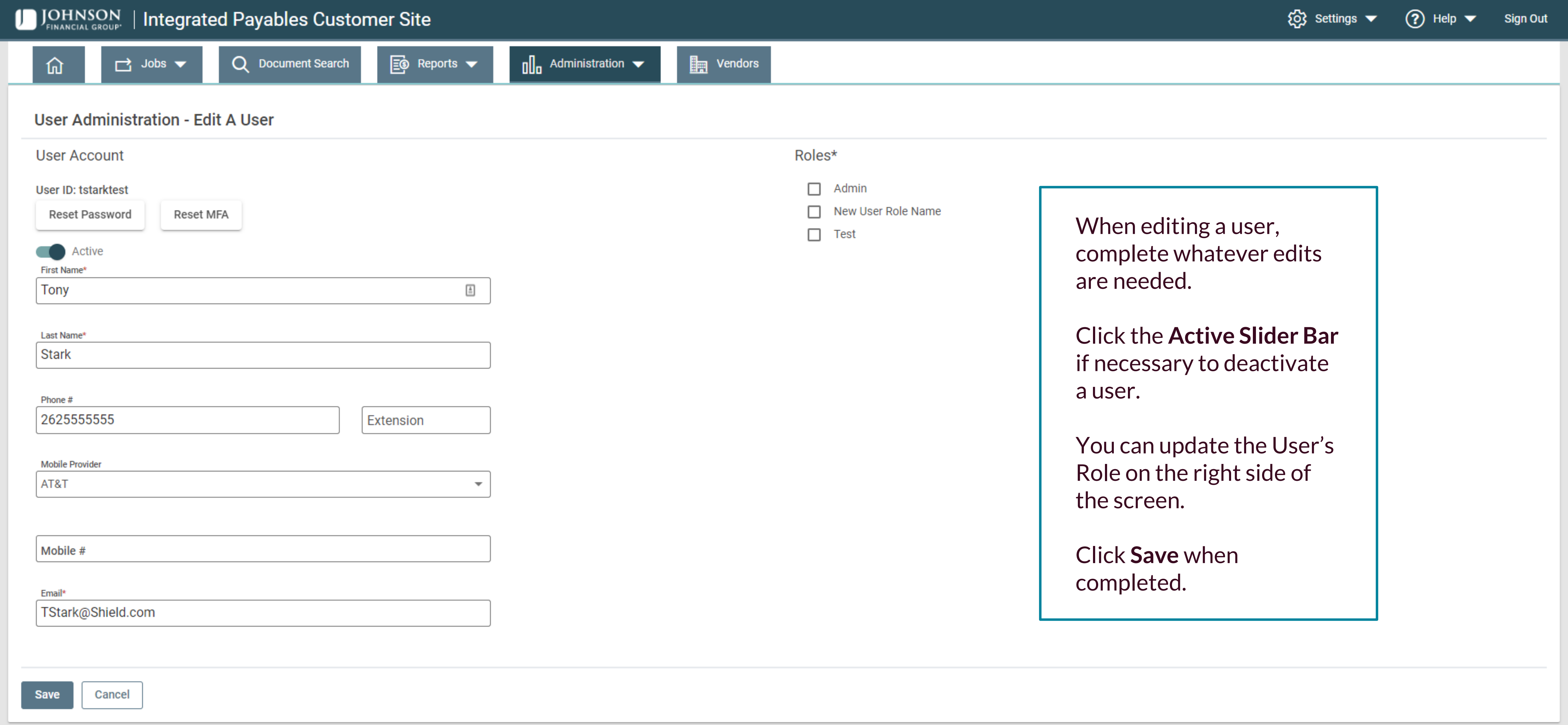
Fill in the rest of the fields for the user's name, phone and email information.

On the right side of the screen, select the User Role that should be assigned to this user.

Click **Save** when finished



Click **Edit** to edit a user. You can update a user's information, update the user's User Role, or deactivate a user from the edit screen.



When editing a user, complete whatever edits are needed.

Click the **Active Slider Bar** if necessary to deactivate a user.

You can update the User's Role on the right side of the screen.

Click **Save** when completed.

Additional Resources and Support

- For additional resources, including "how-to" guides, please visit our online Client Resources page at:
  - » https://www.johnsonfinancialgroup.com/client-resources

- If further support is needed, please call our Treasury Management Support Center at 877.330.4950 or by email at ip.jax.payersupport@fisglobal.com.